



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1650.5A

01

NOV 23 1992

NSHS BETHESDA INSTRUCTION 1650.5A

From: Commanding Officer

Subj: CASH AWARDS FOR MILITARY PERSONNEL FOR SUGGESTIONS,  
INVENTIONS, AND SCIENTIFIC ACHIEVEMENTS

Ref: (a) OPNAVINST 1650.8C

Encl: (1) Submission of Cash Award Flow Chart

1. Purpose. To provide information for the local operation of the Department of the Navy Military Cash Awards Program (MILCAP).

2. Applicability. This instruction applies to all components of Naval School of Health Sciences, Bethesda, Maryland.

3. Cancellation. NSHSBETHINST 1650.5

4. Background. The MILCAP was implemented to find more efficient ways to conduct operations within the Navy, to motivate Navy personnel to submit practical contributions to increase efficiency, economy, productivity, and improve operations, and to recognize and compensate personnel for suggestions, inventions or scientific achievements that result in improvements.

5. Action

a. The Resources Management Director/Comptroller, as MILCAP administrator is responsible for:

(1) Effecting implementation of command MILCAP in accordance with reference (a) and as outlined by the procedures in enclosure (1).

(2) Maintaining a record file on suggestions and their current status of processing.

(3) Advising the member of the status of processing.

(4) Recommending amount of cash award to Commanding Officer.

(5) Conducting an annual review of the command MILCAP and preparing the annual report for the Commanding Officer to submit.

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b. Individual contributors will initiate suggestions via the chain of command. Suggestions must be in writing utilizing Department of the Navy Suggestion Forms (OPNAV 5305/1), as described in enclosure (1). The MILCAP Administrator will process OPNAV 5305/1 and verify the completeness and accuracy of information. Based on a cost-benefit analysis and upon determination of the process improvement initiated by the member, the MILCAP Administrator will make a recommendation to the Commanding Officer to approve/disapprove a cash award. The Commanding Officer may approve a cash award up to \$5,000. Cash award recommendations in excess of \$5,000 will be forwarded to BUMED for approval/disapproval. BUMED may grant cash awards up to \$7,500. Cash awards amounting to \$10,000 must be sent to SECNAV and \$25,000 to DOD.



D. A. WYNKOOP

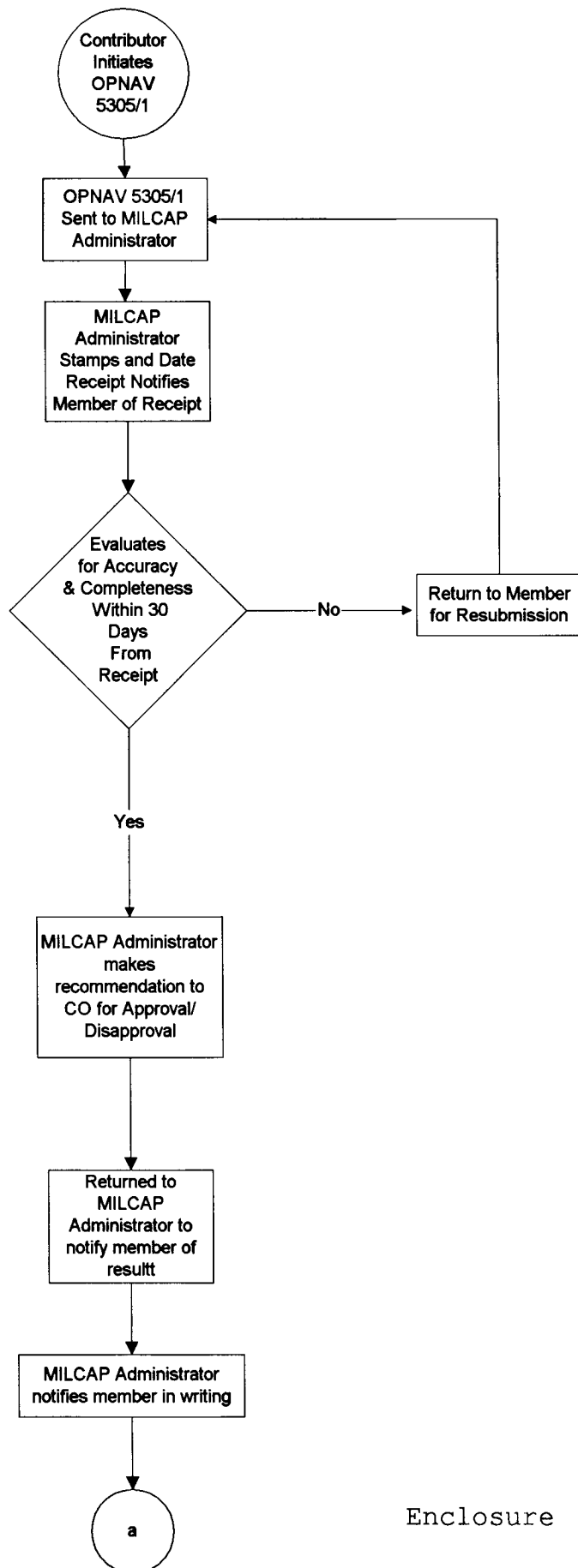
Distribution:  
List I & II

# SUBMISSION OF CASH AWARDS

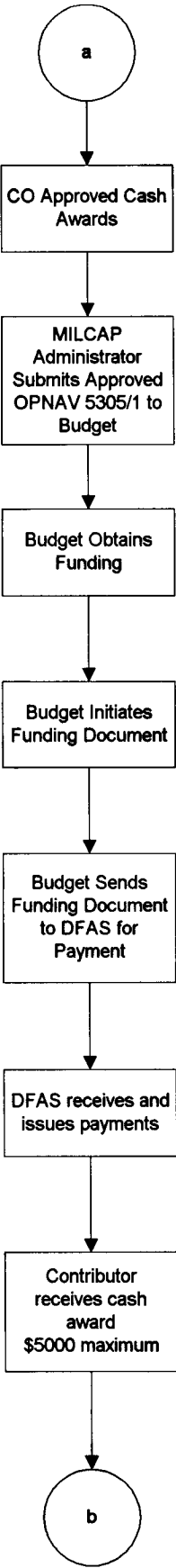
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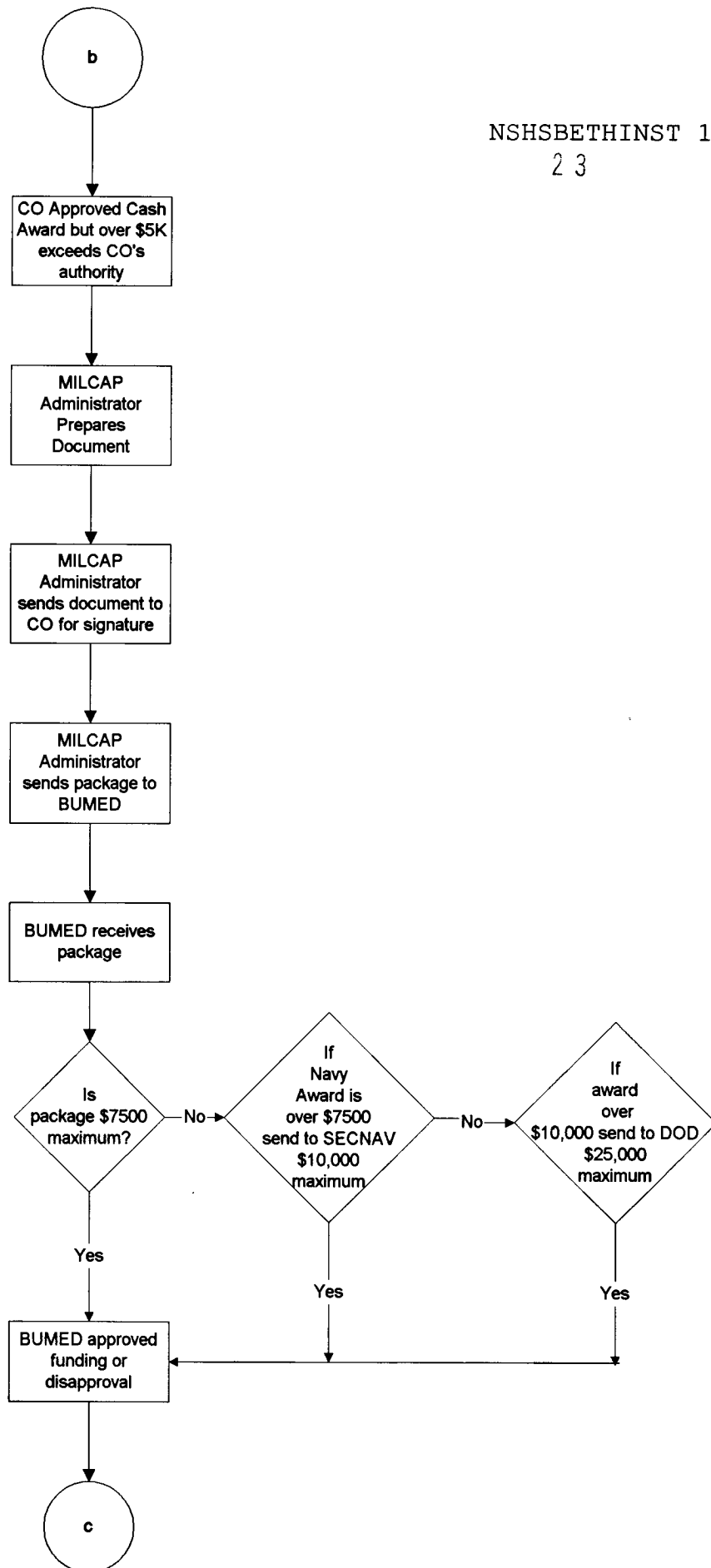
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NOV 23 1982



Enclosure (1)





NOV 23 1964

